NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE		CHAPTER Health Services STATEMENT NUMBER 6.72				
SUBJECT:	TRANSFER OF MEDICATIONS BETWEEN INSTITUTIONS		EFFECTIVE REVIEW DA		06/15/14 06/15/15	
PROPONENT:	Helen Hanks, Administrative Doname/Title Medical/Forensic Services 27		SUPERSEDE	ES PPD#	6.72	
	Office Phon	one #	DATED		07/01/13	
ISSUING OFFICER:		DIRECTOR'S INITIALS: DATE:				
William Wrenn, Commissioner			APPENDIX ATTACHED: YES NO			
REFERENCE NO: See reference section on last page of PPD.						

I. PURPOSE:

To ensure continuity of pharmaceutical care when inmates are transferred between NH Department of Corrections institutions.

II. APPLICABILITY:

To all staff involved in the transfer of inmates between facilities

III. POLICY:

It is the policy of the NH Department of Corrections (NHDOC) that healthcare staff will insure that proper notifications are made and relevant medication information released to NHDOC facilities upon an inmate's transfer to another NHDOC site.

IV. PROCEDURE:

- A. Upon notification from Classifications of a pending intra-system transfer, A Nursing Transfer Summary Sheet (Attachment 1) will be completed by nursing and attached to the front of the chart.
- B. All medications are transferred between NHDOC facilities at the time of the transfer, keep on person (KOP) meds are maintained by the inmate during the transfer. For sites that have nurse administered medications, the Medication Administration Record (MAR) will also be forwarded with the medical chart as well as the unused medications.
- C. Upon arrival, the Nursing Summary Sheet is reviewed by nursing before the end of the shift and information is forwarded as clinically indicated.
- D. During transport the medical record/medications will be placed in a sealed envelope/box marked "Confidential" and delivered to health services upon arrival at the facility.
- E. For scheduled transfers, NHDOC Prison Medical Records are transported to the Medical Records Department on the same day as the transfer to the receiving facility by security staff. For unscheduled transfers, the NHDOC Prison Medical Records are sent to the receiving facility via the secure pharmacy bags by the next business day. Clinically

indicated medical information can be faxed to nursing at the receiving facility as needed, with documentation in the progress notes that information was faxed.

REFERENCES:

Standards for the Administration of Correctional Agencies Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards
4-4378

Standards for Adult Community Residential Services

Fourth Edition Standards

<u>Standards for Adult Probation and Parole Field Services</u> Third Edition Standards

Other

HANKS/clr

I/M Name:	DOB: _	ID#	Jurisdiction:			
Pertinent Dx:						
Appointed Guardian (if yes nar SPECIAL MEDICAL NEEDS:						
CHECKLIST: (X = Present N/A =Not Applicable)						
ISSUE / ITEM	X or N/A		FURTHER INFO			
Medical Record						
Dental Record						
Physical Exam						
TB Record						
Chronic Care Clinics	SEIZURE HTN CARD DM RESP MULT					
Meds/Red Meds	MAR Present Meds Present Meds to Pharmacy					
Ongoing Mental Health	Appt Due					
Dx of Infectious Disease	TB HIV HCV	Infection Conf	trol Officer Notified			
Pending In House Appts:	Date Due MD_					
Pending Outside Consults:	Transport Called Consult Present Type	Priority Level Date Schedule				
Outstanding Labs	One Time Recurrent	Dates Due Card Present_				
Received by :	,					
RN Signature :		Date:				